



# Non-Merit Job Vacancy Announcement

## **FISCAL ADMINISTRATOR**

<b>Pay Grade:</b>	0	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$38,200 annual	<b>Work Schedule:</b>	M-F
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Ky Historical Society  
**Work Address:** 100 West Broadway  
**Work County:** Frankfort

### **AGENCY COMMENTS:**

The Kentucky Historical Society (KHS) is a dynamic, mission-driven organization dedicated to educating and engaging the public through Kentucky history in order to confront the challenges of the future. A state agency and membership organization, we are fully accredited by the American Alliance of Museums. To learn more about KHS go to [history.ky.gov](http://history.ky.gov).

### **DESCRIPTION OF JOB DUTIES:**

KHS is seeking to fill a Fiscal Administrator position. This position manages the day-to-day accounting and budgeting needs of the KHS while ensuring a positive experience and high standard of customer service.

Job duties will involve accounting and budgeting tasks, to include but not limited to:

- Serve as fiscal administrator and perform technical activities in the maintenance of accounting and financial records to include utilizing eMARS, KBUD, FAS3, and other state accounting systems and applications, and performing other duties as required
- Prepare monthly account reconciliations
- Investigate and resolve discrepancies between GL and subsidiary ledger accounts
- Prepare monthly, quarterly, and annual financial statements and reports
- Perform technical accounting duties such as making cost allocations to various cost centers
- Establish and maintain state contracts for the procurement of goods and services
- Develop budgets for federal grant applications; monitor revenues/expenditures to verify accuracy and compliance with budgets, federal laws/regulations
- Enter agency's annual/biennial budgets in KBUD accounting system

The successful candidate is self-motivated and able to produce results when working both independently and cooperatively.

**MINIMUM REQUIREMENTS:****EDUCATION:**

A Bachelor's degree in Accounting or related field. Experience may substitute for education requirements.

**EXPERIENCE:**

Minimum 2 years experience in budgeting, financial management and funds and cost accounting. Knowledge and experience using eMARS, KBUD, FAS3, and other state accounting software and applications is preferred.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

- Advanced knowledge of Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Boards (FASB)
- Strong PC skills utilizing Microsoft Office software
- Ability to work with highly confidential information
- Problem solving and analytical skills
- Ability to work under pressure to meet deadlines

Communication – The ability to write and communicate effectively with staff, volunteers and outside vendors is required.

Work Environment – Must be detail oriented and able to organize and manage multiple projects from concept to completion in a timely manner.

Physical Demands – Prepare and inspect documents, and make decisions from such; frequent use of computer keyboard and telephone.

Salary is \$38,200.00. Benefits include paid health and life insurance, vacation and sick leave, holiday pay, state retirement and optional deferred compensation plan. This is a full-time position located in Frankfort KY.

To apply, e-mail cover letter and resume to [khs.hr@ky.gov](mailto:khs.hr@ky.gov). No phone calls please. Application deadline is July 29, 2016. Equal Opportunity Employer M/F/D.

To learn more about the Kentucky Historical Society, go to <http://history.ky.gov>.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:****(DEADLINE: 7/29/2016)**

[Posted on:           ]

To apply, email cover letter and resume to [khs.hr@ky.gov](mailto:khs.hr@ky.gov). No phone calls. Equal Opportunity Employer M/F/D.

**Contact Name:**

**Contact Method:** Email cover letter and resume to  
[khs.hr@ky.gov](mailto:khs.hr@ky.gov)

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE RPOVIDED UPON REQUEST.*